



भारतीय सूचना प्रौद्योगिकी संस्थान, अगरतला
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AGARTALA
(An Institute of National Importance Under Ministry of Education)

F. No. IIITA/Misc-Acad /2026-27/443

Date: 14/08/2026

NOTICE

Subject: Collection of Original Academic Documents by Pass-Out Students or Authorized Representatives.

All pass-out students of the Institute who have not yet collected their original Degree Certificates, Grade Sheets/Grade Cards, and other academic documents are hereby informed that they may collect their documents physically from the Institute.

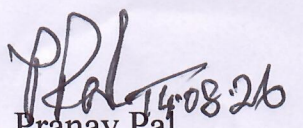
In case a student is unable to visit the Institute personally, the documents may be collected by their parents, siblings, junior/senior relatives, or any other authorized representative, subject to submission of the prescribed Declaration Authority letter.

The student is required to:

1. Fill in all the required details in the Declaration Authority Letter.
2. Provide the required details of both the student and the authorized representative.
3. Duly sign the Declaration Authority Letter.
4. Hand over the duly filled and signed Declaration Authority Letter to the authorized representative.
5. The authorized representative shall bring the duly filled and signed Declaration Authority Letter to the Institute while coming to collect the original academic documents.

The original academic documents will be handed over to the authorized representative only after due verification of the Declaration Authority Letter and other required details by the Institute.

Students are advised to ensure that all information provided in the declaration form is correct and complete. The Institute will not hand over the original academic documents to any representative without proper authorization and verification.


Mr. Pranay Pal
OSD
IIIT Agartala
PRANAY PAL, OSD
IIIT, AGARTALA



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AUTHORITY LETTER FOR COLLECTION OF ACADEMIC DOCUMENTS ON BEHALF OF STUDENT

To
The Director
Indian Institute of Information Technology Agartala

I, _____, Enrollment/Roll No. _____,
Programme _____, Batch _____, hereby authorize the
following person to collect my academic document(s) from the Institute on my behalf:

Name of Authorized Person: _____
Relationship with Student: _____
Mobile No.: _____
Government-issued ID Proof: _____
ID No.: _____

Documents Authorized for Collection

Sl. No.	Document
1.	_____
2.	_____
3.	_____
4.	_____

DECLARATION AND UNDERTAKING

I hereby confirm and undertake that:

1. The person named above is duly authorized by me to receive the document(s) specifically mentioned in this Authority Letter.
2. I understand that delivery of the document(s) to the authorized person, after verification of his/her identity, shall constitute valid delivery of the document(s) to me.
3. I shall remain solely responsible for the safe custody and use of the document(s) after their handover to the authorized person and shall not hold the Institute responsible for any loss, damage, alteration, misuse or unauthorized use occurring thereafter, except to the extent attributable to any act or omission of the Institute.
4. I shall not raise any claim against the Institute on the ground that the document(s) were collected by the person authorized by me.
5. This Authority Letter is limited to the document(s) specifically mentioned above and to this particular collection. It does not confer any general authority upon the authorized person to represent me or transact any other matter with the Institute.

6. I undertake to indemnify the Institute against any claim, dispute or liability arising from the collection of the document(s) by the person authorized by me, to the extent permissible under law.
7. I certify that the particulars furnished in this Authority Letter are true and correct.

Place: _____
Date: _____
Signature of Student: _____
Name: _____
Student's Mobile No.: _____
Student's Email: _____
Student's ID/Enrollment No.: _____

DOCUMENTS TO BE ENCLOSED BY STUDENT

- Copy of student's valid photo ID
- Copy of valid photo ID of the authorized person
- No dues certificate of the student

FOR OFFICE USE ONLY **Verification Before Handover**

Student's identity/records verified: Yes / No
Authority Letter verified: Yes / No
Student's ID verified: Yes / No
Authorized person's ID verified: Yes / No
Authorized person's signature obtained: Yes / No

Documents handed over: _____
Date & Time of Handover: _____
Name & Designation of Issuing Official: _____
Signature & Official Seal: _____

ACKNOWLEDGEMENT OF RECEIPT BY AUTHORIZED PERSON

I, _____, acknowledge having received the above-mentioned academic document(s) on behalf of the student named in this Authority Letter. I confirm that the document(s) have been received in good condition.

Signature of Authorized Person: _____
Name: _____
Mobile No.: _____
Date: _____
Time: _____